

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct.

Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or others may result in the loss of district-approved transportation services.

The following procedures address:

1. Safety instructions;
 2. Code of conduct;
 3. Violations;
 4. Suspension;
 5. Expulsion;
 6. Right of appeal;
 7. Reinstatement;
 8. Education;
 9. Special education students.
- I. Safety Instructions
 - A. Each September and January the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
 1. The drivers shall review the code of conduct which is to be posted.
 2. The drivers shall review the consequences of a violation as outlined in this procedure.
 3. The drivers shall conduct unloading, loading and emergency exit evacuation drills.
 4. The drivers shall review all hazards such as crossing a road and bus stop conduct.
 - B. Each year the transportation supervisor will direct all bus drivers to conduct a safety review with all students.
 1. The drivers shall review safe bus riding procedures.
 2. The drivers shall review use of emergency exits.
 - C. The transportation supervisor will record dates and content of safety instructions by each driver. Such information shall be kept as a part of the district's records.
 - II. Code of Conduct
 - A. Each year the district will include the following transportation rules in the student/parent handbook.

The district will provide interpretation to those students/parents whose primary language is not English.

While riding a school bus, students will:

- *1. Obey the driver at all times;
- *2. Not throw objects;
- *3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- *4. Not fight, wrestle or scuffle;
- *5. Not stand up and/or move from seats while the bus is in motion without driver permission;
- *6. Not extend hands, head, feet or objects from windows or doors;
- *7. Not possess matches or other incendiaries and concussion devices;
- *8. Use emergency exits only as directed by the driver;
- *9. Not damage school property or the personal property of others;
- *10. Not threaten or physically harm the driver or other riders;
- *11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- *12. Not make disrespectful or obscene statements;
- *13. Not possess and/or use tobacco, alcohol or illegal drugs;
- 14. Not eat or chew gum without driver permission;
- 15. Not carry glass containers or other glass objects;
- 16. Not take onto the bus objects which might pose safety risks or barriers to safe entry and exit from the bus;
- 17. Accept assigned seats;
- 18. Stay away from the bus when it is moving;
- 19. Be at the bus stop five minutes before the scheduled pick up time;
- **20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

** Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct.

Parent

Student

III. Violations

Each year the district will include the following procedures for violations in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. Minor infraction: The driver verbally restates behavior expectations to the student and makes a note on the tracking record if warranted.
2. First Citation - Warning*: The driver corrects the behavior and writes a citation which is turned in to the transportation supervisor. The supervisor, principal and student meet to discuss the behavior as soon as practical. The supervisor decides whether to issue the citation as a warning or three-day suspension, depending on the events of the citation. The citation will be mailed home to the parents/guardians before the suspension begins. A signed copy of the citation must be presented to the driver when the student returns to the bus. Only one warning citation per year will be issued*.
2. Second Citation*: The driver corrects the behavior and writes a citation, which is turned in to the transportation supervisor. The supervisor, principal, student and parents/guardians meet to discuss the behavior as soon as possible. The student may be suspended from the bus for up to five days. A signed copy of the citation must be presented to the driver when the student returns to the bus.
3. Third Citation* of the year: The driver corrects the behavior and writes a citation, which is turned in to the transportation supervisor. The supervisor, principal, student and parents/guardians meet to discuss the behavior as soon as possible. The student may be suspended from the bus for up to ten days and may be for as long as the remainder of the year, depending on the situation. At this time a behavior contract will be made with the student and a bus seat will be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Severe violations may result in an immediate suspension of the student for up to 10 days, should the transportation supervisor feel the action warrants such a decision. The supervisor, principal, student and parents/guardians will meet to discuss the behavior and consequences as soon as is practical.
5. In all instances, the appeal process may be used if the student and/or parent desires.

* All citations must be signed by the parents/guardians, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.

APPEAL PROCEDURE

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used. If the student or parent wishes to complain about a school employee's decision, use policy KLD - Public Complaints about District Personnel.

- STEP I The student or his/her parent/guardian will discuss the issue with the transportation supervisor and principal.

- STEP II If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, transportation supervisor, principal conference with the goal of resolving the issue.

- STEP III Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.

- STEP IV If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.

- STEP V If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

Please return this signed form to the driver on or before the second day of school.

I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

_____ Parent's Signature _____ Date _____

Student's Name _____

Bus # _____ Phone Numbers: (Home) _____ (Work) _____

School _____

IV. Suspension Procedures

Due process procedures used by the district governing student behavior shall be applied.

SCHOOL BUS INCIDENT REPORT

Date: _____ Route: _____AM _____ PM

Dear Parents:

This report is to inform you of disciplinary action taken as a result of your student's actions which jeopardized the safety and well-being of all students on the bus. We urge you to support this corrective action by impressing upon your student the need for safety on our school buses.

_____ has been cited for an infraction of the rules listed below:

		Description of incident:
	*Failed to obey driver.	
	*Threw an object(s).	
	*Possessed a weapon or other dangerous object(s).	
	*Fought, wrestled, scuffled.	
	*Stood/Changed seat without permission.	
	*Extended from bus door/window.	
	*Possessed matches, incendiaries, etc.	
	*Used emergency exit.	
	*Vandalism of property.	
	*Threatened/Harmed driver/rider.	
	*Disruption: Driver stopped bus.	
	*Disrespectful and/or obscene statements.	
	*Possessed alcohol, tobacco, unlawful drugs.	
	Eating or chewing gum without permission.	
	*Possessed glass container or object.	
	*Impeded movement of bus.	

*** An asterisk may result in loss of transportation service with no warning citation.**

- () Warning 0 – 3 day suspension
- () Second Citation: Up to 5 day suspension
- () Third Citation: Up to 10 day suspension or remainder of the year
- () Severe Violation: Up to 10 day suspension

Bus Number: _____ Driver Signature: _____

Student Phone Number: _____ Parent Signature: _____

Transportation Supervisor: _____

Building Principal: _____

CITATIONS MUST BE SIGNED BY PARENT and returned to driver before student is permitted on bus.

V. Expulsion Procedures

- A. Due process procedures used by the district governing student behavior shall be applied. Students will not be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least five school days prior to the scheduled hearing. Notice will include:
 - a. The specific charge or charges;
 - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation;
 - c. A recommendation for expulsion;
 - d. The student's right to a hearing;
 - e. When and where the hearing will take place; and
 - f. The right to representation.
2. The superintendent or designee will act as hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will conduct the hearing and will not be associated with the initial actions of the building administrators;
3. In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
4. The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney and/or parent. The school district's attorney may be present;
5. The student will be afforded the right to present his/her version of the charge(s) and to introduce evidence by testimony, writings or other exhibits;
6. The student will be permitted to be present and to hear the evidence presented by the district;
7. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents at the same time;
8. The hearings officer or the student may make a record of the hearing;
9. The hearings officer's decision is final. However, this decision may be appealed to the Board. At its next regular meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents or students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision;

10. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session.

VI. Right of Appeal

- A. At each step of the discipline procedures used in district-approved transportation services, parents, students and/or a representative have a right to appeal.
- B. All appeals must be in writing.
- C. Appeals are to be made to the responsible person at the level of appeal.
- D. Final appeal may be made to the Board.
- E. Board decisions are final.

VII. Reinstatement

- A. A conference to discuss reinstatement shall be conducted under the following guidelines:
 1. When deemed necessary, parent(s) and student shall be present at the conference;
 2. The principal shall fully explain matters and permit the parties involved to fully explain their positions;
 3. The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

VIII. Education

- A. Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements shall be confined to district-approved transportation services. Therefore, students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.
- B. Students' academic grades will reflect academic achievement. Therefore, misconduct or absenteeism shall not be a sole criterion for grade reduction. Students will be expected to continue to meet the district's attendance and educational requirements.
- C. Makeup work may be provided:
 1. If makeup work is needed, the district's policy and procedures will be followed.

D. Alternative education may be provided:

1. If alternative education is needed, the district's policy and procedures will be followed.

IX. Special Education Students

Special education students will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Disabled Students and accompanying administrative regulation.